



A MONTHLY JOURNAL  
FOR IOWA EDUCATORS

# School Leader Update

December 2012

## A heads up on educateiowa.gov

The Iowa Department of Education's website will undergo some changes early next year that will affect all users.

To meet a new standard for state government websites, the Department must switch to a new system to manage documents and pages on its website.

In the long run, this change will lead to a more functional, user-friendly, and secure website. The Department's homepage address, [www.educateiowa.gov](http://www.educateiowa.gov), will not change.

However, some navigation components will change, and so will the URLs for web pages within the site.

Simply put, if you have bookmarks or links to Department webpages, they may not work when the conversion is complete.

*Continued on page 6 ...*



## In This Issue

Energy survey ... P. 2

Schools honored ... P. 3

School meal programs ... P. 7

## A time to celebrate and look ahead

I'm proud of the recent news that Iowa led the nation in state four-year graduation rates in the 2010-11 school year. That was the first year that all states used a common, rigorous measure instead of their own varying methods.

Iowa's standing is a testament to the hard work and commitment of educators and school leaders, who are doing their very best to teach our children. However, we still have work ahead of us.

Graduation rates are one key benchmark for becoming a world-class education system. Achievement is another, and this is where Iowa needs some improvement. We must go beyond making sure our students have high school diplomas and take the steps that will ensure all students are prepared for college, careers, and for life.

Iowa has shown a pattern of stagnation on national assessments across the board, and the state also faces significant gaps in achievement among high-need students. These include students with special needs, students whose first language is not English, and students from low-income backgrounds.

Recently, the Iowa Department of Education released a report that outlines some of these challenges and proposes one part of the solution: A framework called Response to Intervention. This framework aligns with the Department's and the state's work around customized instruction for every student. We know that students learn in different ways and at different paces. While we should have high expectations for all of our children, the way we deliver instruction has to be tailored to fit each student's needs.



*Jason Glass, Director*

*Continued on page 4...*

## Student member for State Board of Education sought

The application and supporting documents for the student member to the State Board of Education are available on the Department's [website](#).

The term of the student member starts May 1, 2013, and ends April 30, 2014. The Board meets at least seven times during that term, with most meetings taking place in the Grimes State Office Building in Des Moines. The deadline for submitting an application with all required documents is Feb. 1.

Besides being a full-time, regularly enrolled 10<sup>th</sup> or 11<sup>th</sup> grade student in a public high school, the student must meet these requirements:

- Has a GPA of at least 3.0 (4.0 scale) or 3.75 (5.0 scale)
- Has attended his/her present high school at least the past two consecutive semesters (or the equivalent thereof)
- Demonstrates participation in extracurricular and community activities, as well as an interest in serving on the board.

## Essay contest for Women's History Month

The Iowa Department of Education, the Iowa Commission on the Status of Women (ICSW), and the State Historical Society of Iowa invite Iowa's youth to gain a deeper and more relevant appreciation of women's roles in history and celebrate March as Women's History Month by participating in the Write Women Back Into History Essay Contest.

This year's theme is "Women Inspiring Innovation Through Imagination: Celebrating Women in Science, Technology, Engineering and Mathematics." Though women have always made significant contributions to these fields, historically those contributions have not been recognized as publicly as those of men. Here is a chance for Iowa's youth to change that and to learn more about women in these fields.

The deadline for entries is January 25. Guidelines can be found at <http://bit.ly/wwbh2013>. For more information, contact ICSW's Michelle Rubin at 515-281-4470, 800-558-4427 or [michelle.rubin@iowa.gov](mailto:michelle.rubin@iowa.gov).



## Energy education survey is online

The University of Northern Iowa has nearly completed the Iowa K-12 Energy Education Assessment. Energy education focuses on energy conservation, energy efficiency, and renewable energy.

Although UNI heard from some teachers about energy education, the university would like to provide all teachers and administrators in the state with an opportunity to comment on the state of energy education in Iowa. The purpose of the open comment period is to extend the conversation about K-12 energy education to teachers and administrators across the state. Teachers and administrators are invited to provide feedback regarding K-12 energy education. Visit [www.uni.edu/csbr](http://www.uni.edu/csbr) to find a link to the survey.

## BOEE rolls out new, improved website

Finding information about educator licensing in Iowa just got easier.

The Iowa Board of Educational Examiners has launched a new, user-friendly website with great navigation tools. Please visit the new website at <http://www.boee.iowa.gov>.

Connect with the BOEE on Twitter, Facebook and the board's blog, which will be used for updates on current events and proposed rules.

Look for those social media links at the bottom of the new website.

# Iowa schools honored for closing achievement gap

Five Iowa schools were honored in November for making significant progress in closing gaps in student achievement. The Breaking Barriers Teaching and Learning Awards, sponsored by the State Board of Education, recognize successful efforts to eliminate achievement gaps with approaches such as evidence-based instructional practices, high expectations and collaboration among teachers.

The schools are recognized for having the highest proficiency rates in math and reading among a specific subgroup of students, such as English Language Learners, students from low-income backgrounds, and students with disabilities.

The schools that met these criteria are:

- Bloomer Elementary School, Council Bluffs Community School District (English Language Learners)
- Graettinger-Terril High School, Graettinger-Terril Community School District (Students who qualify for free or reduced-price lunches)
- Madison Elementary School, Davenport Community School District (African American students)
- Madison Elementary School, Muscatine Community School District (Latino students)
- Willowbrook Elementary School, Southeast Polk Community School District (Students on an Individualized Education Program, or IEP).



**Madison Elementary, Muscatine**



**Willowbrook Elementary, Southeast Polk**



**Graettinger-Terril High School**

Math and reading data were examined to determine the highest proficiency rates; all proficiencies were substantially higher than the statewide averages.

In addition, the schools' principals needed to be able to clearly describe specific, evidence-based strategies that created these results.

Congratulations, all!



**Madison Elementary, Davenport**  
School Leader Update December 2012



**Bloomer Elementary, Council Bluffs**  
[www.educateiowa.gov](http://www.educateiowa.gov)



# Iowans stand up to bullying at Governor's Summit

Nearly 1,200 Iowans came together for the Governor's Bullying Prevention Summit in Des Moines on November 27. The goal: Stand up to bullying.



The summit featured a number of speakers from Iowa communities, as well as state and national experts who presented strategies about how to combat bullying.

"If you see a bully, you have got to recognize that power and control are at the root of their action," Sioux City Superintendent Paul Gausman (left), a featured speaker, said. "It isn't necessarily about evil. Second, if you are a bystander, it's a tacit permission for bullying. Third and not the least of importance, we have to look at the status of the bullied. Some are incredibly vulnerable."

Gov. Terry Branstad announced a new state-

wide bullying and suicide prevention resource, Your Life Iowa. The hotline and website, [yourlifeiowa.org](http://yourlifeiowa.org), will provide help to Iowans 24 hours a day, seven days a week. Trained counselors will offer support and guidance to young people who feel they have run out of options. The website also will serve as a go-to resource for Iowa adults who are confronted with issues of bullying and suicide.

Videos from the summit will be posted by December 7. In the meantime, read more coverage at [www.educateiowa.gov](http://www.educateiowa.gov).



## ***Continued from page 1, Director Glass***

Response to Intervention is a proven procedure to help schools identify and diagnose learning problems quickly, tailor instruction to correct the problems before failure occurs, and then monitor student progress along the way. Response to Intervention is not a packaged program, a set of assessments or curriculum. It is a data-powered approach designed to meet the needs of all students.

This framework relies on the following parts:

- Using a high-quality and proven core instructional approach for all students
- Using a formative assessment to determine if the core instructional approach is working
- Applying student-specific interventions, differentiated to each student
- Checking to see if the intervention is working and further adapting the instruction if it is not

This approach works. Response to Intervention should be in place in every school in the state, although the structure should be tailored to fit each school's needs. We must think about how we grow it system-wide with high quality and low variability. Please take the time to read our report, which is called "Overcoming the Achievement Divide: Key Challenges and Solutions for Iowa Schools." You can find it on the Iowa Department of Education's website, [www.educateiowa.gov](http://www.educateiowa.gov).

On a personal note, I'd like to wish all Iowans a very happy holiday season. Regardless of your political or religious persuasion, the message of the season is one of love and human kindness. I wish you and your family these in the month ahead and into the new year.

## Data and Reporting

### Public reporting from C-Plan

All districts should have completed and certified their C-Plan reports (Comprehensive School Improvement Plan – CSIP, Annual Progress Report – APR, District Developed Service Delivery Plan – DDSDP, DINA – District in Need of Assistance/School in Need of Assistance – SINA) for the 2012-13 school year. Once the reports have been certified by your district and reviewed and certified by the state (or AEA for the DDSDP), they will be made public via the Iowa Department of Education's website under [Data & Statistics, District and AEA Reports](#). The public reports will include all responses from your plans, and proper redaction will be in place for any numeric response types. If you have any questions about C-Plan public reporting, contact your school improvement consultant.

### Training sessions on E-rate available

The Universal Service Fund E-rate application process for funding year 2013 (2013-14 school year) is now under way. The following is a continuation of the webinar series started in November to provide information about completing the required E-rate application forms:

**Completing Form 471: (select one)**

Tuesday, December 18, 1 to 3 p.m.

Wednesday, December 19, 10 a.m. to noon

Tuesday, January 8, 9 to 11 a.m.

Monday, January 14, 1:30 to 3:30 p.m.

Thursday, January 24, 9 to 11 a.m.

To participate in any of the above sessions, go to <https://iowa.adobeconnect.com/a830042961/erate/> and select "enter as a guest." For more information, contact Pam Jacobs at [pam.jacobs@iowa.gov](mailto:pam.jacobs@iowa.gov) or call 515-975-0071.

### Eligibility certificates for migrant education



All districts must ensure that only those who attended the migrant identification and recruitment training offered in Des Moines in September are authorized to complete Certificates of Eligibility (COEs) and collect family information during face-to-face interviews with families.

If it is determined by the district recruiter that the information provided during the face-to-face interview is not accurate or cannot be substantiated, then the COE should not be submitted and the student(s) should not participate in migrant services.

Additionally, it is the district's responsibility to determine the appropriate personnel to perform the scope of the recruiter's responsibilities. Personnel whose primary function is of a clerical nature may not have the flexibility that a recruiter needs to complete the functions of the position. For more information, contact Susan Selby, Title I consultant, at 515-281-4732 or [susan.selby@iowa.gov](mailto:susan.selby@iowa.gov).

### It's required: Internet safety policy

School internet safety policies must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

This requirement was put in place this past July. Here are some good resources:

- FCC website with resources for Online Safety Education with online brochures, videos and information about dangers of cyber exploration and how to keep kids safe: <http://onguardonline.gov/> The website also has 34 short online videos for the classroom, as well as articles such as this one: <http://onguardonline.gov/articles/0025-kids-and-mobile-phones>
- The Net Cetera Toolkit is available here at no cost to districts: <http://onguardonline.gov/features/feature-0004-featured-net-cetera-toolkit>

## Data and Reporting continued

### Dropout Verification and Winter Student Reporting in Iowa

The Dropout Report for all public school districts opens December 3. This application displays all dropouts from October 3, 2011 through September 30, 2012. For more information explaining who is counted as a dropout, please refer to Addendum E in the [Student Reporting in Iowa 2012-2013 Data Dictionary](#) under the Fall 2012 section. The application is similar to the dropout report in prior years. The Dropout Report is the basis for which the annual dropout rate is calculated for each school. This is not the same as the Dropout Prevention/Modified Allowable Growth application that is also currently available. However, both the Dropout Report and the Dropout Prevention/Modified Allowable Growth application have nearly the same deadline date.

The Winter Student Reporting (SRI) in Iowa testing window opens December 10 and remains open through January 3. The testing window allows for the opportunity to ensure your student and course information is valid (passes the error checks). Once again, Winter SRI will require public school districts and nonpublic schools in SRI to submit data for all students in grades 3 through 12 and the statewide voluntary preschool program with kindergarten through grade 2 optional for submission purposes. Tutorials will be available on the Student Reporting in Iowa website at [SRI](#). The production site opens in January for winter reporting.

Please check the [Student Reporting in Iowa](#) website for the latest on winter training opportunities.

#### Important Dates to Remember:

- December 3 – December 14      Dropout Report
- December 10 – January 3      Winter Student Reporting in Iowa (SRI) testing window
- January 7 – January 31      Winter Student Reporting in Iowa (SRI) collection period

### Iowa Education Portal and the EdInfo website

After December 31, all applications currently available at [www.edinfo.state.ia.us](http://www.edinfo.state.ia.us) will be available only through the [Iowa Department of Education Portal](#). EdInfo users with an A&A account will be migrated to the portal and will retain access to the same applications as currently available to them. In order to migrate users, the email address on an A&A account must match the email address on a user's EdInfo account. For information about creating an A&A account or verifying email addresses on the two systems, click [here](#).

#### *Continued from page 1, Website Conversion*

Common web resources include the Iowa Core, Response to Intervention, and anti-bullying/anti-harassment information. Other popular links include Iowa Early Childhood Education, Annual Progress reports, and homeschooling.

Despite the possible inconvenience – possible because some links may automatically forward – there are plenty of benefits coming from the conversion. Of note:

- A more user-friendly, functional, secure website;
- A new Google custom search bar, which will significantly improve the search function of the website;
- A better way to display videos on the Department's homepage;
- Real-time links to the Department's Twitter feed and other social media features.

The conversion is scheduled to take place in January.

## Nutrition and Health Services

### An opportunity for you to help shape meals programs

Do you want to provide input that will shape resources and tools that eventually will be used by schools across Iowa and the country? Take a look at these pilot programs.



#### Recess Before Lunch Pilot

Team Nutrition is partnering with Iowa State University Extension and the Midwest Dairy Council to develop a Recess Before Lunch Pilot. Research has shown that moving recess before lunch improves cafeteria behavior, decreases discipline problems, and decreases visits to the school nurse.

The pilot will take place in select elementary buildings across Iowa. Information gathered and best practices observed will be utilized in the development of a Recess Before Lunch Tool Kit for Iowa schools to help improve their school wellness environment. The pilot will include an assessment of plate and milk waste, lunch participation, milk sales, focus groups and school staff surveys. Schools that participate in the pilot will receive \$1,500 to go toward a milk cooler (\$1,000) and recess equipment to promote physical activity (\$500).

If your district is considering moving recess before lunch in elementary buildings and you would like to be a part of this pilot, receive technical assistance, and be a part of a resource that will be shared across the country, contact Carrie Scheidel at [carrie.scheidel@iowa.gov](mailto:carrie.scheidel@iowa.gov) for more information.

#### School Meals Parent Campaign

Team Nutrition is partnering with the University of Iowa to develop a healthy school meals campaign targeted at parents. Parents play a vital role in the nutrition choices their children make, both during and outside of the school day. The development of the campaign will be based on social marketing principles, including a formative research stage to ensure the messages are understandable, relatable and compelling to parents. There are several ways for districts to get involved with this campaign:

- Distribute electronic surveys via e-mail to parents to complete.
- Allow researchers to conduct short interviews with parents at school events such as parent-teacher conferences, PTA meetings, athletic event, or during pick-up and drop-off.
- Provide feedback on developed materials and messages and determine the best avenue for distribution.



The campaign materials will be available for all districts to utilize at the start of the 2013-14 school year. If you are interested in helping to shape this campaign, contact Carrie Scheidel at [carrie.scheidel@iowa.gov](mailto:carrie.scheidel@iowa.gov) for more information.

## Transportation

### Poster contest launched to promote bus safety

The Iowa Department of Education is seeking poster entries from students promoting school bus safety. Entries must reflect this year's theme: At My Stop – You Stop. The contest is sponsored by the National Association for Pupil Transportation. Students from kindergarten through the eighth grade are encouraged to enter. Each school district needs to determine one winner from each category, and then forward them onto the Iowa Department of Education. Posters will be accepted by the department through April 30. For specific contest details, click [here](#).



## Nutrition and Health Services continued

### Menu certification is now available

The system to upload menu certification documents is now available in the software CNP2000. Certification allows a School Food Authority (SFA) to receive 6 cents for each reimbursable student lunch starting with the month of the menu submitted.

Here are some pointers:

- Each SFA must submit documents for all distinct menus offered based on grade group and meal. A K-12 district will have at least three sets of menu documents.
- The required worksheets are estimated to require one-to-three hours per menu. Additional time for gathering labels and recipes is also needed. Does your menu person need a substitute so that he/she can complete this?
- Submitted menus must be for the current or previous month. For example, the last day to submit a November menu and receive the 6 cents for November lunches once certified is December 31.
- Be sure that the attestation statement is signed by the person indicated as Authorized Representative on the CNP2000 application for 2013.

For additional information, see our webpage: "Certification \$.06 for Meal Program" at <http://tinyURL.com/certification-6cents> or contact your specific bureau consultant, Angela Mitchell (eastern Iowa) at [angela.mitchell@iowa.gov](mailto:angela.mitchell@iowa.gov) or Amanda Miller (western Iowa) at [amanda.miller@iowa.gov](mailto:amanda.miller@iowa.gov).

## Early Childhood Preschool Programs

### Statewide Voluntary Preschool Program

#### Funding Distribution

Districts will find resources related to funding questions in the School Business Alert. The School Business Alert is released monthly and frequently includes information regarding the Statewide Voluntary Preschool Program. The November issue can be found at [http://www.educateiowa.gov/index.php?option=com\\_content&task=view&id=1442&Itemid=2437](http://www.educateiowa.gov/index.php?option=com_content&task=view&id=1442&Itemid=2437) and provides additional details on calculating the distribution of funds.

#### Teaching Strategies, Inc. GOLD Online Assessment

On October 31, preschools and child care centers under the state of Iowa license in *GOLD* Online have completed the first of three required checkpoints. The remaining checkpoints are February 1 and May 30. Programs enter child data for each of the objectives in the developmental areas of Social-Emotional, Physical, Language, Cognitive, Literacy and Mathematics. Data for objectives in the content areas of Science and Technology, Social Studies and the Arts will not be required for the 2012-13 school year. A new addition to the *GOLD* Online Assessment System is the opportunity to complete inter-rater reliability training. Anyone interested in having the feature activated should contact DE staff. For more information about the Statewide Voluntary Preschool Program for Four-Year-Old Children or the Iowa Quality Preschool Program Standards, contact Penny Milburn at 515-281-7844 or [penny.milburn@iowa.gov](mailto:penny.milburn@iowa.gov) or Amy Stegeman at 515-725-2273 or [amy.stegeman@iowa.gov](mailto:amy.stegeman@iowa.gov).

#### Iowa Quality Infant/Toddler Program Standards

District-operated infant/toddler child care programs may be licensed by the Department of Human Services or operate under the Department of Education guidelines. The Iowa Quality Infant/Toddler Program Standards are one set of Iowa Department of Education guidelines that districts may choose. They are located at [http://www.educateiowa.gov/index.php?option=com\\_content&task=view&id=630&Itemid=2138](http://www.educateiowa.gov/index.php?option=com_content&task=view&id=630&Itemid=2138). For more information, please contact Penny Milburn at 515-281-7844 or [penny.milburn@iowa.gov](mailto:penny.milburn@iowa.gov) or Kimberly Johnson at 515-281-4709 or [kimberly.johnson@iowa.gov](mailto:kimberly.johnson@iowa.gov).





## Legislative Update

Contact Mike Cormack for all legislative items: [mike.cormack@iowa.gov](mailto:mike.cormack@iowa.gov) or 515-281-3399.

### Cormack at the Capitol

Each of us has had people who have changed our lives. Beyond my own family, I don't think anyone ever impacted me more than Jerry Patterson did. He was the most positive person you would ever meet. He was the least concerned about who got credit for achievement and, instead, was concerned about how to help others. He was a lifelong teacher, both inside and outside the classroom. Countless people like me were made better because of his commitment to service. Though Jerry passed away in November, he still lives on through his work, passions and deeds.

Jerry coached players like Dennis Leonard in semi-pro baseball, and who would go on to play in the major leagues. He was elected to the Iowa Baseball Coaches Hall of Fame and took sports teams to the state tournament from the Central Webster (now Southeast Webster-Grand) School District. He had great talent as a coach and literally changed lives.

Jerry, who was from the Fort Dodge area, gave of himself to serve the area youth. When Jerry saw that there was a need for a ballpark in his community, he built his own. This was well before the great classic movie, "Field of Dreams." With volunteer funds and labor, he joined others in creating a place for all ages to play the great game of baseball. It is a special place for generations of players and families, with memories that will last forever.

Jerry did not amass great sums of wealth, and much of what he did earn was put into the ballpark. Still, he was one of the most successful people you would ever meet. At times he could be old-fashioned, even hokey or corny with renditions of Casey at the Bat in full uniform, dated tunes on the public address system, or contests with quirky questions. But goodness flowed out of that man. Even as he faced health issues, his concern centered on the ballpark and the legacy of his work, not his physical condition. Even as his health worsened, his spirit did not. I can't remember over the years ever meeting him when he wasn't upbeat and full of energy. I always thought the world would be a better place if everyone had Jerry's attitude.

Jerry was not a political person, and I have no idea what he would have thought about the various educational proposals that are floating around. I do know that he loved to teach and told me many stories about that. I know that he valued the classroom and extracurricular activities, and the impact they could have on young people.

There are unsung heroes like Jerry Patterson who have devoted their lives to serving their communities. They inspire us. We should honor them by striving to help others and demonstrating a positive character. This is especially important coming out of such a divisive election season. All of us need be beacons of light to those around us.

We are fortunate to be a part of the Iowa educational system. We may not all build baseball fields on a vacant lot. But we can all make a positive impact on others and leave a legacy behind us.

In 2013, I will use this column to update you on what is going on in the legislative process. My goal is to outline the tremendous opportunities we have to make Iowa schools the best they can be for our students. Whether it is in the political arena, in the classroom, on the field, or even at the Iowa Department of Education, let's all direct our efforts on why we are in the roles that we are in.

With renewed energy and hopefulness, let's do all that we can to serve the children of our great state with the best education that we can provide. In that way, we honor the legacy left by Jerry Patterson.



## Legal Lessons

Contact Nicole Proesch for all Legal Lessons items: [nicoleproesch@iowa.gov](mailto:nicoleproesch@iowa.gov) or 515-281-8661.

### Background checks, FERPA, flu, HIPAA

#### **Background Checks on Teachers, Other Unlicensed Employees, and Volunteers**

Iowa Code section 279.13 requires a school district, "prior to entering into an initial contract with a teacher who holds a license other than an initial license" issued by the state Board of Education, to initiate a state criminal history record check through the Iowa Division of Criminal Investigation (DCI).

Even though the law does not require a criminal history check on other unlicensed school employees and volunteers, you may request a criminal history check on any employee or volunteer through DCI, which can run a state and national background check on that individual. Please note: A national background check requires fingerprints.

You may contact DCI's Criminal History Dissemination Unit at 515-725-6066 to initiate the process. The unit handles all the state and national criminal history checks. For more information, visit [http://www.dps.state.ia.us/DCI/supportoperations/crimhistory/obtain\\_records.shtml](http://www.dps.state.ia.us/DCI/supportoperations/crimhistory/obtain_records.shtml).

#### **FERPA and PPRA**

In mid-October, the U.S. Department of Education notified school districts of their obligations under the Family Educational Rights and Privacy Act (FERPA) and its Protection of Pupil Rights Amendment (PPRA). This is done annually. The specific office within the federal department that sent the letter is the Family Policy Compliance Office (FPCO). The link to FPCO is [www.ed.gov/fpc](http://www.ed.gov/fpc). Included in the letter were Superintendents Notice, CSSOs Notice, FERPA Model Notification of Rights, FERPA Directory Information Notice, PPRA General Notice, and PPRA Model Consent/Opt-Out for Specific Activities. See links below:

Superintendents Notice:

[http://www.educateiowa.gov/index.php?option=com\\_docman&task=doc\\_download&gid=14583&Itemid=4434](http://www.educateiowa.gov/index.php?option=com_docman&task=doc_download&gid=14583&Itemid=4434)

CSSOs:

[http://www.educateiowa.gov/index.php?option=com\\_docman&task=doc\\_download&gid=14584&Itemid=4434](http://www.educateiowa.gov/index.php?option=com_docman&task=doc_download&gid=14584&Itemid=4434)

FERPA Model Notification of Rights:

[http://www.educateiowa.gov/index.php?option=com\\_docman&task=doc\\_download&gid=14585&Itemid=4434](http://www.educateiowa.gov/index.php?option=com_docman&task=doc_download&gid=14585&Itemid=4434)

FERPA Directory Information Notice:

[http://www.educateiowa.gov/index.php?option=com\\_docman&task=doc\\_download&gid=14586&Itemid=4434](http://www.educateiowa.gov/index.php?option=com_docman&task=doc_download&gid=14586&Itemid=4434)

PPRA Model Notification of Rights:

[http://www.educateiowa.gov/index.php?option=com\\_docman&task=doc\\_download&gid=14590&Itemid=4434](http://www.educateiowa.gov/index.php?option=com_docman&task=doc_download&gid=14590&Itemid=4434)

PPRA Model Consent/Opt-Out for Specific Activities:

[http://www.educateiowa.gov/index.php?option=com\\_docman&task=doc\\_download&gid=14588&Itemid=4434](http://www.educateiowa.gov/index.php?option=com_docman&task=doc_download&gid=14588&Itemid=4434)

*Continued on page 11 ...*

## Legal Lessons continued

Continued from page 10 ...

### H1N1 and FERPA Disclosures

Since the flu season is fast approaching, now is a good time to revisit Family Educational Rights and Privacy Act (FERPA) in the context of health disclosures. There are no FERPA implications from reporting the number of absences from a school when personally identifiable information about a student is not released. This summary addresses only those questions that school districts (non-public elementary and secondary schools are not subject to FERPA) might have regarding the release of personally identifiable information regarding a student.

As a general rule, a parent (or eligible student) must provide active (i.e. written) consent before a local education agency (LEA) discloses personally identifiable information from the student's education records unless a statutory exception applies.

The sample consent form and the FAQs from the U.S. Education Department appear on its website at <http://www2.ed.gov/policy/gen/guid/fpco/pdf/ferpa-h1n1.pdf>.

### FERPA vs. HIPAA

In 2008, the U.S. Department of Education and the U.S. Department of Health and Human Services released guidance regarding the relationship between Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule. As a general rule, the HIPAA Privacy Rule does not apply to an elementary or secondary school because the school either: 1) is not a HIPAA-covered entity, or 2) is a HIPAA-covered entity but maintains health information only on students in records that are by definition "education records" under FERPA and, therefore, is not subject to the HIPAA Privacy Rule. However, there are always exceptions to the general rule, and this joint guidance document addresses when FERPA and HIPAA intersect. Please see the guidance at the following link: <http://www2.ed.gov/policy/gen/guid/fpco/doc/ferpa-hipaa-guidance.pdf>

## Teaching algebra for high school credit

Due to requests from school districts, the Board of Educational Examiners studied the mathematics endorsement requirements and developed a rule to allow certain individuals to teach algebra in grades 5-8 for high school credit.

13.28(12) *Mathematics*.

*5-8 Algebra for HS Credit*. The holder of this endorsement must hold either the K-8 mathematics or middle school math endorsement and has completed a college algebra or linear algebra class.

This rule becomes effective December 19. Please share this information with algebra teachers who are teaching algebra in grades 5-8 but do not have the secondary math endorsement.

Teachers who have completed these requirements may submit the checklist to add the endorsement, which can be downloaded after December 19 from the BOEE website: <http://www.boee.iowa.gov/addition.html#m>.

Questions about this endorsement may be directed to Mary Lou Nosco at [marylou.nosco@iowa.gov](mailto:marylou.nosco@iowa.gov) or 515-725-2146.



## Volunteers sought for Smarter Balanced pilot

There's an opportunity for your school to participate in the Smarter Balanced pilot test. Schools that volunteer will have the opportunity to administer a version of the assessment this spring to students in grades 3 through 11.

The pilot will be a computer-based administration in the content areas of English language arts/literacy and mathematics. Items are aligned to the Iowa Core and will include selected response, constructed response, and performance tasks.

For scheduling purposes, schools should plan for approximately three hours of testing, per grade per content area. Testing times will vary depending on the subject area, grade, and type of module provided. Indicate your interest in volunteering for the pilot by registering via an online survey located at: <https://www.surveymonkey.com/s/SmarterBalancedPilot>

## Calendar

- December 1 • Juvenile Home Requests for Educational Program Services
- December 1 • SBRC application
- December 1 • Parental forms for nonpublic transportation reimbursement due
- December 3 • Winter student-level reporting test site opens
- December 3 • Dropout verification site opens
- December 7 • Districts submit civil rights data collection to federal government
- December 14 • Dropout verification date
- December 14 • Dropout verification certification deadline
- December 15 • Dropout verification date
- December 15 • Dropout Preventions Programs for MAG—application deadline
- December 17 • School Association Reporting
- January 1 • Juvenile home educational program budget
- January 1 • Deadline to certify with DE reorganization or dissolution action effective July 1

*It is the policy of the Iowa Department of Education not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515/281-5295; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, telephone number 312-730-1560, fax 312/730-1576, e-mail: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)*



[www.educateiowa.gov](http://www.educateiowa.gov)

## Iowa Department of Education

400 E 14th Street  
Grimes State Office Building  
Des Moines, Iowa 50319  
Ph: 515-281-5294  
[www.educateiowa.gov](http://www.educateiowa.gov)